

**LEMON GROVE CITY COUNCIL
AGENDA ITEM SUMMARY**

Item No. 5
Mtg. Date April 19, 2016
Dept. City Attorney

Item Title: Authorization to Recruit Three Members of the Community Advisory Commission pursuant to Lemon Grove Municipal Code Chapter 2.08.

Staff Contact: James P. Lough, City Attorney

Recommendation:

- 1) Discuss options and give direction on selection process; and
- 2) Adopt a Resolution establishing the recruitment process (**Attachment B**).

Item Summary:

In September 2015, the City Council established the Community Advisory Commission ("CAC"). This Agenda item asks the City Council to establish a recruitment and appointment process. The recommended process follows procedures used by the City Council in the past for other permanent advisory committees. There are three permanent positions on the CAC to be filled by this process. The Council, on an assignment-by-assignment basis, will add members based on the complexity of the task.

Fiscal Impact:

No fiscal Impact.

Environmental Review:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Not subject to review | <input type="checkbox"/> Negative Declaration |
| <input type="checkbox"/> Categorical Exemption | <input type="checkbox"/> Mitigated Negative Declaration |

Public Information:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> None | <input type="checkbox"/> Newsletter article | <input type="checkbox"/> Notice to property owners within 300 ft. |
| <input type="checkbox"/> Notice published in local newspaper | <input type="checkbox"/> Neighborhood meeting | |

Attachments:

- A. Staff Report
- B. Resolution No.
- C. Draft Application Form

Attachment A

LEMON GROVE CITY COUNCIL STAFF REPORT

Item No. 5

Mtg. Date April 19, 2016

Item Title: **Authorization to Recruit Three Permanent Members of the Community Advisory Commission pursuant to Lemon Grove Municipal Code Chapter 2.08.**

Staff Contact: [James P. Lough, City Attorney]

Background:

On September 15, 2015, the City Council adopted an Ordinance to assign Planning Commission jurisdiction to the City Council. (Ordinance No. 431.) The Ordinance also established the Community Advisory Commission ("CAC"). The CAC is made up of three permanent and a variable number of temporary members. The number and makeup of the temporary membership would change based upon the need for citizen-members as determined on an issue-to-issue basis by the City Council.

The CAC would serve the role as either a Committee or Focus Group with the permanent members serving in the leadership positions for the Committee (*i.e.* Chair and Vice Chair of the overall committee or focus group and chairs of any sub-groups formed). The purpose would be to provide more stability to the Committee/Group with less reliance on staff to assume a leadership role.

The Community Advisory Commission consists of three permanent members who shall be residents of the City. By resolution, the City Council can appoint additional members that serve for a limited duration (temporary) to assist the permanent members in the study of issues assigned to the Community Advisory Commission by the City Council. Limited duration members can be residents, business owners or property owners within the City.

Permanent positions on the Commission shall be appointed by the City Council and shall serve for a period of three years, or until reappointment or appointment of a successor. Temporary members of the Commission shall be appointed for a limited duration by resolution of the City Council that establishes the task to be studied by the Commission or by subsequent resolution. The temporary Commission members shall serve for the length of time designated in the Resolution of the City Council establishing the matter to be studied or as amended by subsequent resolution of the City Council.

The Commission shall have all of the powers and duties established by state law, ordinances and resolutions, which the Council may enact. The City Council, acting as the Planning Commission in all matters, may delegate to the Commission advisory functions on a case-by-case basis by Resolution. It is the duty of the Commission to advise the City Council upon the amendment or revision of the General Plan when requested by the City Council.

The CAC will operate under the spirit of the Brown Act and comply with all public noticing and open meeting requirements. Permanent CAC members will be required to submit conflict of interest forms and complete ethics training.

Attachment A

Discussion and Analysis:

Since the adoption of the Ordinance establishing the CAC, the City Council has been making changes in the code to reflect the changes in authority. Most of the necessary changes have been made with some held in abeyance to make sure they do not conflict with changes reflected in the General Plan update. This Agenda Item establishes the recruitment process to fill the three permanent positions of the CAC. Each position will eventually have a three-year term. It is recommended that the three members be appointed for staggered terms of one, two and three years. A staggered appointment will help ensure continuity of leadership on the Committee

Attachment C is the draft application. It is a modified application previously used by the City to recruit candidates for permanent advisory committees. It lists the Second and Fourth Mondays at 7:00 P.M. as the likely date for meetings.

Attachment B is the Resolution. It contains the deadlines for the recruitment process as follows:

April 28, 2016	Public Notices
June 2, 2016	Deadline for Applications
June 21, 2016	City Council Appointment

It is recommended that the Announcement be published once in a newspaper of general circulation; posted on the City's Website and a notice be sent to all persons on the City's electronic mailing list. The deadline for these notices would be April 28, 2016. In addition to adopting the recruitment process, the City Council is asked to give direction to Staff on how it wishes to set up the procedures for the June 21st appointment process. In the past, the City Council has used a variety of methods. It has held interviews of either each candidate or the candidates that have been recommended participate in the interview process by at least two council members. This second process is used when a large number of candidates have applied. Other times, the Council has appointed from the application without interviews. The Resolution does not require any particular method for choosing the three appointees. It is asked that the Council either give direction to Staff at this meeting or wait until June 2nd and decide the process based on the number of applicants.

Conclusion:

Staff recommends that the City Council: 1) Give direction to Staff regarding Appointment Process procedures and 2) Adopt Resolution No. , establishing a recruitment process for the three permanent members of the Community Advisory Commission (**Attachment B**).

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA
ESTABLISHING A RECRUITMENT PROCESS TO APPOINT THE INITIAL THREE
PERMANENT MEMBERS OF THE COMMUNITY ADVISORY COMMISSION.**

WHEREAS, on September 15, 2015, the Lemon Grove City Council adopted an Ordinance establishing the Community Advisory Commission; and

WHEREAS, the City Council, after having made implementing changes in the municipal code to set the general parameters for the Community Advisory Commission, desires to appoint the three permanent members of the Commission through a recruitment process established hereunder; and

WHEREAS, the City Council authorizes the City Manager and city staff to advertise for the appointment of three permanent members of the Community Advisory Commission in the manner set out below.

NOW, THEREFORE, the City Council of the City of Lemon Grove, California hereby resolves as follows that:

1. The foregoing recitals are true and correct.
2. The City Council authorizes the City Manager, and her designees, to advertise the recruitment of citizens to serve in three permanent offices on the Community Advisory Commission as follows:

April 28, 2016

Public Notice Deadline

June 2, 2016

Deadline for Applications

June 21, 2016

City Council Appointment

3. The appointment process shall be posted and advertised at least once in a newspaper of general circulation within the City of Lemon Grove. Further notices shall be given through electronic mail and on the City's Website.

4. The City Council intends to appoint three members to initial terms of one, two and three years.

ADOPTED by the City Council on April 19, 2016.

Attachment C



APPLICATION FOR COMMUNITY ADVISORY COMMISSION

CONTACT INFORMATION

Name: _____ Address: _____

Phone: _____ Email Address: _____

WORK & COMMUNITY EXPERIENCE

Employer: _____ Title: _____

Statement of Occupational Experience: _____

List any past or current community or public service appointments with dates served: _____

What experience or special knowledge can you bring to the Community Advisory Commission?

It is anticipated that the Community Advisory Commission will meet on a periodic basis as determined by the City Council. It is likely that the meetings will be on the second Monday of each month at 7:00 p.m. Does your schedule allow you to attend on this day at this time?
(Circle one)

Yes No

Comment: _____

PERSONS HOLDING THIS POSITION ARE REQUIRED TO FILE CONFLICT OF INTEREST STATEMENTS IN ACCORDANCE WITH THE POLITICAL REFORM ACT AND THE CITY OF LEMON GROVE CONFLICT OF INTEREST CODE.

Signature: _____ Date: _____

CITY OF LEMON GROVE COMMUNITY ADVISORY COMMISSION

Purpose:

The Community Advisory Commission acts as a resident advisory/focus group to the Lemon Grove City Council on myriad of topics and issues.

Membership:

The Community Advisory Commission (CAC) consists of three permanent Lemon Grove residents that are appointed to by the City Council to and serve three-year terms.

Ad hoc members will be added depending on topic/issue specified by Resolution of the Lemon Grove City Council. Ad hoc members are open to Lemon Grove residents, business owners and property owners.

Meeting Time/Location:

Tentatively scheduled for the second Monday of each month at 7:00 p.m. Additional meetings may be called on an as needed basis. Meeting will be held at the Lemon Grove Community Center, 3146 School Lane.

Compensation:

None

Financial Disclosure:

Permanent Members - Must submit a Conflict of Interest statements (FPPC Form 700)

Responsible Department:

City Manager's Department/Administration